



RATIONALE

The Board of Trustees approach to personnel management is in line with the school's vision.

PURPOSE

As a good employer under the provisions of the State Sector Act, 1988 s77a the Board seeks to raise the performance standards of its principal. This is done partly through ongoing professional appraisal which assesses areas of performance and provides opportunities for developing and enhancing performance standards. Personnel management will meet the requirements of the National Education Guidelines, relevant employment agreements and legislation.

GUIDELINES

Responsibilities and Delegations:

1. Responsibility for managing the principal's appraisal is delegated to the chairperson of the Board.
2. The chairperson may, if deemed necessary, engage in consultation with the principal persons with appropriate skills to contribute to the process
3. The chairperson and principal will through consultation determine a process for conducting the appraisal.
4. The prime focus of the appraisal will be the principal's job description assessed against performance indicators and any further goals decided upon through consultation between the principal and the chairperson.
5. The appraisal process will be recorded in the performance agreement and implemented annually.

Confidentiality:

Any documentation relating to the principal's appraisal will remain confidential to the principal and the board chairperson, unless the principal agrees otherwise.

Dispute Resolution:

Any dispute related to the appraisal process will be referred to an independent arbitrator mutually agreed upon by the principal and board chairperson.

In the final analysis the Board as employer will have responsibility for the final decision.

Cross References

This policy must be read in conjunction with the staff handbook, which outlines staff procedures. Concerns, Complaints and Compliments Policy. 6-2